Approved For Release 2002/08/22 : CIA-RDP60-00538A000100070005-3 SECRET

SECURITY INFORMATION

		DATE:
MEMORAN DU	Μ̈́	
то :	WE/BF	
FROM :	(ORIGINATING BRANCH)	(PHONE EXTENSION AND NAME OF CASE OFFICER)
SUBJECT:	Request for Travel Order	
		vel Orders be initiated for:
NAME:		GRADE & SALARY:
TITLE: _		OFFICIAL STATION:
DEPENDEN	TTS TRAVELLING:	•
		(AGES OF CHILDREN, IF ANY) RETURN:
ITINERAR	Y:	
MODE OF	TRAVEL:	
PURPOSE (OF TRIP:	
ADVANCE (OF FUNDS AUTHORIZED: \$	
ESTIMATE	D COST OF TRIP: \$	CHARGE TO:
ASSI CONMET	NT:	
SPECIAL I	PROVISIONS:	
•		APPROVED:
		BRANCH CHIEF

Approved For Release 2002/08/22: CIA-RDP60-00538A000100070005-3 C O N F I D E N T I A L SECURITY INFORMATION

Date	

T0:	NEA/ADMINISTRATION	·	
SUBJ	ECT: Request for Travel Orders		
	1. It is requested that Tra	vel Orders be initiated for:	
(a)	Name:	Grade & Salary:_	
(a)	Title:	Official Station	Ext:
(c)	Dependents Travelling:		
(d)	Date of Departure:	Return	
	-		**************************************
(e)	Itinerary:		
(f)	Mode of Travel:		
(g)	Project Chargeable to:		
(h)	Purpose of Trip:	The state of the s	
(i)	Advance of Funds Needed: \$		
(j)	Special Provisions:		
			•
		Approved:	

FORM NO. 59-125 CONFIDENTIAL SEP 1953

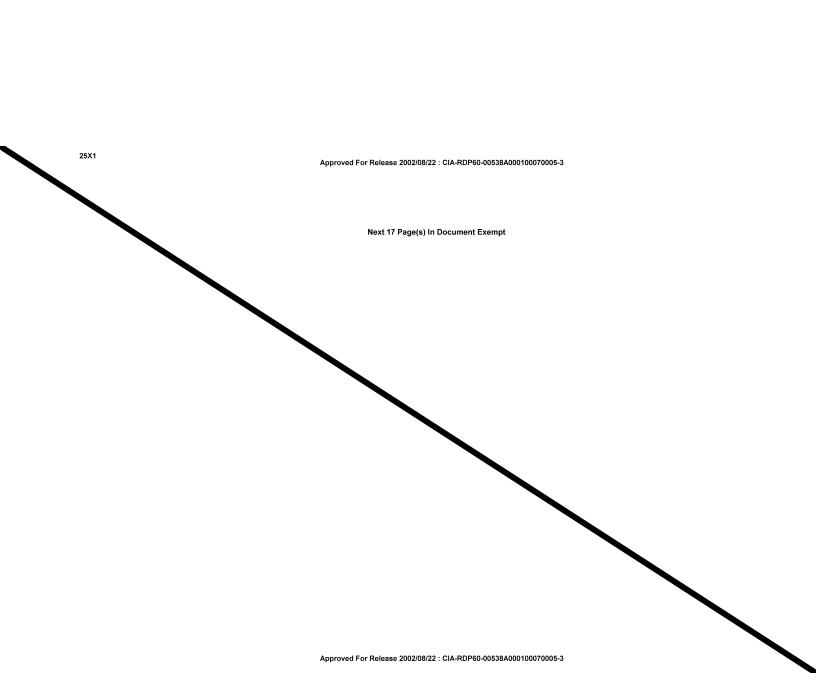
(48)

Date Name, Division, Extension, Grade, Home Telephone No. Badge No. 2. ITINERARY: (Including temporary duty points and duration of duty of each, be specific.) 3. MODE OF TRAVEL: Air Rail Private Auto ___ Military Air ____ Is an advance on per diem required? Date of Depart: _____ Time of Depart. from D. C. ____ Date of Return: _____ Time of Arrival in D. C. _____ 4. PURPOSE OF TRAVEL: (Give full details. Name of individuals and organizations to be contacted. Classify accordingly. If traveler attends any conventions, luncheons, dinners, etc., substantiating evidence, i.e., receipts, must be submitted with the travel voucher.) 5. APPROVED: Division or Staff Chief 6. ATTENDANCE AT ANNUAL MEETINGS: Approved _____ Denied ____ 7. To be completed by Administrative Branch LIAISON CLEARANCE: Approved Denied Liaison Officer VIA AIR Depart: Airline Flt.# Lv. D. C. Ar. Return: Airline ____ Flt.# ____ Lv. ____ Ar. D.C. ___ VIA TRAIN

Depart: Train# Date Lv. D. C. ____ Ar. ____

Return: Train# ____ Date ___ Lv. ____ Ar. D.C. ___

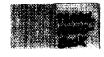
TRAVEL ORDER No. OSI _____ Dated ____



25X1

Travel Processing Guide
(dated March 1953)

To be revised upon approval of proposed procedure to provide institution of Agency Travel Request Form (CIA No._____) and the use of a combined travel order and voucher Form (CIA No._____) for Domestic TDY where no per diem is involved and expenses incurred are \$25 or less.



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		EST FOR T					
(TO BE USED FOR ALL FOREIGN T	ravel; po	or domestic 1	ravel i	NCLLL	ing Perdie	M, OR EXCLEDING \$25	COST)
	A 4 4 W.	shar for PDV	T Y-		must be used	where spolica in.	
Note: Combined Domestic Travel			rorm no.	一			
TO: Central Processing Branch,					Date	the set Description	
Originatio, Office	Divis	io.	(!	Yice i L	J	fravel Request No.	
IT IS REQUESTED THAT TRAVEL O	RDERS BE	PREPARED FO	R:				
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URATION		TYPE:	1	-	I certify the	at funds are available.	
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Date of Return COORDINATION AS REQUIRED (To be	effected by	originating office		MODE:		Government	
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DD/P			1		Rail	Automobile	•
Other Operational Areas;	Cover Arra	angements				Privately owned auto.	
FURPOSE:							
			<u> </u>				
ITINERARY							
						•	
DEPENDENTS TRAVELLING: (Ages of Children, if any)							
(Ages of Children, It any)							
SPECIAL PROVISIONS:	•						
		Atmoor					
Advance of Funds Authorized	•	APPROV	.7L				
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Name and Title of Authorizing Officia	i (Type)	Deta			*A		
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SECURITY IN COMMITTON

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